

10 August 1973

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : SDRB

I feel that the Support Directorate Records Branch, (SDRB) should serve as the focal point for M&S information management activities and shall:

- (1) Furnish staff guidance, assistance, and coordination of the program.
- (2) Provide guidance and assistance in forms analysis and design; concurrence of new or revised forms; and ensure that appropriate coordination of new and revised forms is effected.
- (3) Review and concur with retention plans; records control schedules, vital records schedules, and microfilm systems and equipment, to the extent necessary to assure compliance with Agency policy and M&S Directorate requirements.
- (4) Review or audit all or any part of the information management program established by the operating offices.
- (5) Maintain directorate liaison with other directorates.
- (6) Promote the program through training and publicity.
- (7) Coordinate the system of managing administrative reports.
- (8) Promote efficient paperwork management practices.
- (9) Help develop and coordinate a classification/declassification control system.
- (10) Review all requests for sending records to the Agency Records Center. This may require inspection of material.
- (11) Promote the microfilm program, make studies as necessary and coordinate with the Agency Microfilm Officers.

[REDACTED]
DDM&S Records Officer

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